



**Public Works / Parks Safety Committee  
February 2, 2016  
Minutes**

Meeting called to order at 8:05 AM.

**Present:** Todd Drew, Vince Maas, Adam Alix, Jeff Nieland, Alex Hartzheim, Corey Gordon, Kevin Schmahl, Eric Whitman,

**Absent:** Mark Radtke, Pamela Captain, Brian Tungate, Brian Haessly

**Guest:**

- A. Approval of November 24, 2015 meeting minutes – motion V. Maas second A. Hartzheim – Motion approved

**B. Old Business**

1. **CVMIC re-inspection** – Drew stated that the CVMIC re-inspection went very well. Follow-up correspondence from Ben Rank CVMIC commended the staff for their efforts in addressing issues previously identified. Rank will conduct quarterly follow-up inspections for the next year.
2. **Safety Violation Forms** – Drew discussed the intent of the forms should include the reporting of near miss incidents which are due to gaps in procedure or due to a lack of the appropriate safety equipment. The intent is not to have employees reporting each other unless one would deem it necessary due to a careless or negligent act, especially those that put other employees at risk.
3. **Confined Space definition and testing clarification** – per discussions from the previous meeting; Drew provided copies of the confined space standard and supporting information obtained from OSHA stating that **ALL** spaces where the employee breaks the plane must be treated as a confined space and sampled using the available 4 gas meters to determine potential risks and establish whether the space is a permitted or non-permitted entry. Testing data should be recorded.
4. **Work zone safety** – Drew discussed the revolving issue of work zone safety with B. Halderson. He said MPD would make as much of a presence as possible. Halderson also stated that ~10 citations were issued last summer on work zone violations. Drew also researched a static camera that would be able to record cars entering and leaving work zones including capturing license plate

numbers. Drew inquired with Halderson at MPD who stated they would be willing to run the plates and send warning letters to work zone violators. Citations may not be issued based on these photos per Wisconsin law. Drew will consult CA Captain regarding any potential concerns using cameras for this purpose.

### C. New Business

1. **Monthly Safety Topic** – Monthly Safety Topic distributed and discuss. Drew requested topic be posted.
2. **Injury Review.** 1 injuries reported

Dept.	Injury narrative	Lost time	Medical attention	Safety Comments / recommendations
DPW	Employee had a socket slip and hit him in the leg causing bruising and pain.	<input type="checkbox"/>	<input type="checkbox"/> ?	Employee in a limited awkward position. Possible use of larger impact wrench or secure the assistance of another employee's assistance.
DPW	Employee was changing an older sign using a ladder. Sign once broke loose from mounts caused a glass light lens to break and strike the employee in the face causing a laceration to the cheek. Employee was wearing safety glasses.	<input type="checkbox"/>	<input type="checkbox"/>	Deteriorated glass and light fixtures should not be worked on directly below. Employee may opt to utilize bucket truck and another employee assist to avoid being directly under the unit. Comments are only recommendations and would not necessarily prevent an issue such as this. Required PPE was in use.

3. **Injury report follow-up discussion** – Drew stated that he will receive inspections reports immediately following HR review so that a review may be conducted in addition to immediate supervisor. Both current injury reports were reviewed by Drew prior to meeting.
4. **Air Quality Maintenance Shop** – Drew cited concerns razed regarding inadequate ventilation in the Maintenance shop causing torch / welding fumes to persist. Drew suggested that a portable 2000 CFM HEPA air filtration unit may be tried as a means of moving and filtering metal fumes away from work areas rapidly. Committee was receptive to try this unit on a trial basis. Storage was the only concern. Drew will try to arrange trial of this unit to address concerns.
5. **Front end loader cab air filtration** – Issue was razed regarding the effectiveness and frequency of air filter changes for the cabs. These units are used on the compost pile. Filters are high efficiency filters, per Maintenance they are changed every 2-3 years. Drew recommended to change every 6 months to help filter our particulates released by disturbance of the compost pile. When windows are open operators are encourage to wear respiratory protection.
6. **Employee involved animal bites** – per recent employee involved animal bite involving a dog. Drew drafted and distributed a procedure to address animal bites of domestic and wild animals. This includes the requirements for medical attention, immediate reporting to Menasha Police for issuance of quarantine per State

Law, and in the case of wild animals the immediate notification to the Health Department.

7. **New items for discussion**- Question was asked to clarify the requirement to have 2 employees present when the bucket truck is in use. Drew stated the requirement is 2 when working on or in close proximity to high voltage electrical lines. Other instances 1 person may use bucket truck. Drew stated the discretion be used when determining 1 vs.2 depending upon potential hazards on any given location.

#### D. Training

1. **Annual Refresher Trainings** – Drew to provide schedule as soon as user ID and passwords are obtained from CVMIC.
2. **Respiratory Protection Refresher** – Drew conducted respiratory protection refresher training on 1/19/16 @ 700 AM.
3. **Confined Space Training** – Confined space training to be conducted by CVMIC on April 19, 2016 including classroom and hands on at pool.
4. **Additional Training Issues** – Initiate discussion on Summer Help training.

E. Motion to adjourn at 9:10AM